

Are there students or staff at your school that deserve special recognition for something they accomplished either inside or outside of school? Is a special event or class project occurring at your school?

Bloomington Public Schools, District 87

## *Communications Request 2008-09*

Please fill out as much information as possible

Your Name: \_\_\_\_\_ Today's date: \_\_\_\_\_

School(s) involved: \_\_\_\_\_ Grade(s) involved \_\_\_\_\_

Number at which you can be reached: \_\_\_\_\_

e-mail address: \_\_\_\_\_

Best way and time(s) to contact me: \_\_\_\_\_

Is this event free and/or open to the public?  Yes  No

Although press coverage of your event cannot be guaranteed, every attempt will be made to get the word out to the local media. If you would like your scheduled event to be considered for newspaper or television coverage, this form must be received **one week (7 days) in advance** in order to meet media deadlines.

Name of Event: \_\_\_\_\_

Participants: \_\_\_\_\_ Time: \_\_\_\_\_

Event date: \_\_\_\_\_ Location (if at school, Room #): \_\_\_\_\_

Contact Person/title (if different from above): \_\_\_\_\_

Telephone #: \_\_\_\_\_ e-mail address: \_\_\_\_\_

**What makes this newsworthy?** (Why would this information appeal to people outside of your school? Include interesting anecdotes if possible.)

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (Attach if necessary)

---

Please send this request to Wilma Gleason, Administrative Assistant to the Superintendent/ESC.  
You may also fax it to: 827-5717. If you have any questions, please call 827-6031 ext. 231,  
or e-mail [gleasonw@district87.org](mailto:gleasonw@district87.org).